



## AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, October 20, 2014  
7:00 p.m. – Council Chambers**

### **6:50 – Public Hearing- Chapter 22, Article II Cultural Arts**

- 1. PRAYER – Scott Kaupin**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
  - **Special Meeting – October 6, 2014**
  - **Regular Meeting – October 6, 2014**
- 6. SPECIAL GUESTS.**

**Allied Community Services, Carol Bohnet, President & CEO**
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILMEN COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
  - **Enfield High School Renovation Building Committee**
- 12. OLD BUSINESS.**
  - A. Appointment(s) - Town Council Appointed.**
    - 1. Ethics Commission (Alternate) – A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31//2014.(Tabled 12/06/2010)**
    - 2. Ethics Commission (Alternate) – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)**

3. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)
4. **Connecticut River Assembly –** The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee -** The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
6. **Ethics Committee-** A Vacancy Exists Due to the Three Consecutive Terms of Kenneth Varriale (U). Replacement Would Be Until 10/31/2015.(Tabled 10/21/13)
7. **North Central District Health Department Board of Directors, Enfield Representative –** A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
8. **Enfield Revitalization Committee-** The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
9. **Enfield Revitalization Committee-** The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
10. **Zoning Board of Appeals-** A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015. (Tabled 04/21/14)
11. **Area 25 Cable Television Advisory Committee-** The Term of Office of Stephen Moriarty (U) Expired 6/30/2014. Reappointment or Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
12. **River Valley CT Central Regional Tourism District -** The Term of Office of Gertrude Dorous (D), Expired 06/30/14. Reappointed or Replacement Would be Until 06/30/2016. (Tabled 09/15/2014)

**B. Appointment(s) - Town Manager Appointed/Council Approved.**

1. **Housing Code Appeals Board (Alternate) -** The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)
2. **Housing Code Appeals Board (Alternate) -** The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)
3. **Building Code Appeals Board –** A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)

4. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)
5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
6. **Fair Rent Commission** – The Term of Office of William Fausel, (D), Tenant Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
7. **Fair Rent Commission** – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)
8. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)
9. **Fair Rent Commission** – The Term of Office of Robert Stefanik (D), Homeowner Expired 06/30/2013. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 07/01/2013)
10. **Inland Wetlands & Watercourse Agency (Alternate)** - A Vacancy Exists due to the Resignation of Patrick McCarthy (R). Replacement Would Be Until 06/30/2017
- C. **Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)
- D. **Discussion:** Disposition of Town-Owned Surplus Personal Property.
- E. **Discussion:** Discussion of Acquisition of 350 Enfield Street, Connecticut Water. (Tabled 05/28/2014)
- F. **Discussion/Resolution:** Resolution Regarding the Referral to Planning and Zoning Commission for the Proposed Discontinuance of a portion of the ROW for Neelans Road (Tabled 10/06/2014)

### 13. **NEW BUSINESS.**

- A. **Consent Agenda – Action.**
- B. **Appointment(s)–Town Council Appointed.**
  1. **Commission on Aging** – A Vacancy Exists Due to the Resignation of Mary Vosburgh (U). Replacement Would be Until 12/31/2016.
- C. **Appointment(s) – Town Manager Appointed/Council Approved.**

### 14. **ITEMS FOR DISCUSSION.**

- A. **\*\*Consent Agenda – Review.**

**B. Appointment(s) - Town Council Appointed.**

1. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018.
2. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018.
3. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018.
4. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018.

**C. Appointment(s) – Town Manager Appointed/Council Approved**

**D. \*\*Discussion/Resolution:** Resolution Amending the Town Code of Enfield, Article II Cultural Arts Commission Ordinance.

**E. \*\*Discussion/Resolution:** Resolution to Authorize the Town Manager to Enter Into Agreement with View Point Engineering, Inc.

**F. Discussion:** Higgins Park on the Green.

**15. MISCELLANEOUS.**

**16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**

**17. COUNCILMEN COMMUNICATIONS.**

**18. ADJOURNMENT.**

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| *   | <b>REMOVE FROM AGENDA</b>                            |
| **  | <b>MOVE TO MISCELLANEOUS</b>                         |
| *** | <b>WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT</b> |

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**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
MONDAY, OCTOBER 6, 2014**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, October 6, 2014 at 5:30 p.m.

**ROLL-CALL** - Present were Councilmen Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilmen Cekala entered at 5:33 p.m. Also present were Town Manager Matthew Coppler, Assistant Tow Manager Derrik Kennedy, Assistant Town Manager of Development Services Courtney Hendricson, Town Attorney Kevin Deneen, Director of Public Safety Christopher Bromson, Chief of Police Carl Sferrazza, Deputy Chief of Police Gary Collins, Captain of Police Jeffrey Golden, Town Clerk Suzanne Olechnicki. Present from Shipman & Goodman LLP, Attorney Saranne Murray.

**MOTION #2865** by Councilman Stokes, seconded by Councilman Arnone to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2865** adopted 10-0-0 and the meeting stood recessed at 5:31 p.m.

**EXECUTIVE SESSION**

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:32 p.m.

**ROLL-CALL** - Present were Councilmen Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Councilmen Cekala entered at 5:33 p.m. Also present were Town Manager Matthew Coppler, Assistant Tow Manager Derrik Kennedy, Assistant Town Manager of Development Services Courtney Hendricson, Town Attorney Kevin Deneen, Director of Public Safety Christopher Bromson, Chief of Police Carl Sferrazza, Deputy Chief of Police Gary Collins, Captain of Police Jeffrey Golden, Town Clerk Suzanne Olechnicki. Present from Shipman & Goodman LLC, Attorney Sarrane Murray.

Chairman Kaupin recessed the Executive Session at 6:56 p.m., reconvened the Special Meeting at 6:57 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

**ADJOURNMENT**

**MOTION #2866** by Councilman Mangini, seconded by Councilman Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2866** adopted 10-0-0 and the meeting stood adjourned at 6:58 p.m.

Suzanne F. Olechnicki  
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
MONDAY, OCTOBER 6, 2014**

Before the Regular Meeting was called to order, Chairman Kaupin read a proclamation designating October, 2014 as Breast Cancer Awareness Month.

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, October 6, 2014. The meeting was called to order at 7:12 p.m.

**PRAYER** – The Prayer was given by Councilman Edgar.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilmen Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Mangini and Szewczak. Councilman Stokes was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Public Works, Jonathan Bilmes; Assistant Town Manager of Development Services, Courtney Hendrickson; Director of Social Services, Pamela Brown

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Kaupin made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #2867** by Councilman Mangini, seconded by Councilman Deni to accept the minutes of the September 15, 2014 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2867** adopted 9-0-1, with Councilman Bosco abstaining.

**MOTION #2868** by Councilman Mangini, seconded by Councilman Hall to accept the minutes of the September 15, 2014 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2868** adopted 9-0-1, with Councilman Bosco abstaining.

**PUBLIC COMMUNICATIONS & PETITIONS**

Maureen Mullen, 1625 King Street

Requested an update on what's happening between the Town of Enfield and the CREC project. She stated her understanding an acting Planner recommended this go to

an administrative review team meeting, and Planning & Zoning was asking for a legal consultation about the wording of the request coming from CREC.

Ms. Mullen expressed concerns about safety regarding the need for lighting in the parking and stairway located on the south side of the CREC building.

She questioned whether there's any contamination in the berm soil.

Ms. Mullen noted she has seen children running on Mullen Road, and she's concerned about safety since this is a narrow road. She added there was also a group running on Weymouth Road, and this is especially dangerous when the sun is in the drivers' eyes.

She expressed her appreciation for the Town Hall workshop and noted she's learning a lot.

Jack Sheridan, 7 Buchanan Road

Stated he noticed the Town has ground out South Maple Street and other roads and cut out patched and re-patched areas. He noted the Town then comes back a week or so later and grind everything down to the dirt. He questioned the idea of the patches.

Mr. Sheridan stated some patch work was done in the area of the Hazardville Barn on South Maple Street, and that area appears to be sinking.

He stated his belief the Town doesn't have enough inspectors.

Christine Norman, 6 Sky Street

Stated last summer Sky Street was repaved, and as a result the road is higher than her yard, which now acts like a basin and gets flooded. She noted she spends a lot of time pumping water out of her yard. She reported this to Public Works, and they told her it's not their problem. She stated she didn't have this problem in the past, and she needs help.

Lucien LeFevre, 54 Kimberly Drive

Questioned whether there will be follow up with the way the upper end of Kimberly was patched after Hazardville Water put in a new water main. He stated his hope someone follows up with Hazardville Water to be sure they do come back to rectify things.

Mr. LeFevre questioned why the Town is grinding little areas of roads at intersections.

### **COUNCILMEN COMMUNICATIONS & PETITIONS**

Councilman Mangini encouraged everyone to get mammograms for early detection.

She stated Enfield High School will have a Safe Graduation auction on November 8<sup>th</sup>. She stated her hope the Town is still allocating money toward the high school safe graduations.

Councilman Bosco requested an update on Mullen Road. He also requested an update on the water problem at the North Road cemetery.

He referred to Mrs. Norman's problem today, and noted the Town will check out that problem.

As concerns street patching, Councilman Bosco stated his belief the Town should contact the water company to be sure a second patch is put down before the winter season.

Councilman Deni stated he attended a meeting with the Registrar of Voters about three weeks ago, and one Registrar was in favor and the other not in favor of his idea of using the all purpose rooms of Henry Barnard School and Enfield Street School for voting purposes. He noted he wants to make it easier for elderly or handicapped people to access voting areas.

He stated he has the dedication plaque for the monument on the Town Green. He noted there will be a ceremony on Saturday, October 18<sup>th</sup> at 1:00 p.m.

Councilman Deni commended Building & Grounds for the great work they do on the athletic fields.

Councilman Edgar agreed with Councilman Deni as concerns more convenient voting areas for elderly and handicapped persons.

He noted he's getting complaints about Brainard Road. He noted some manholes are not level with the road.

Councilman Edgar stated he also hasn't seen a report on the CREC situation.

Councilman Cekala stated October 12<sup>th</sup> from 2:00 p.m. to 4:00 p.m. is Child Safety Day at the Scitico Plaza. She stated prior to that from 12:00 p.m. to 1:00 p.m., "Change and Action" is working to end bullying by creating a stronger community. She noted they're collaborating with Integrity Martial Arts.

Councilman Arnone agreed the voting area needs to be reworked at Henry Barnard School because it's unsafe.

He stated the manhole covers on Brainard Road all need another inch riser because none of them are at the right level.

Councilman Hall stated she received several calls about the Brainard Road manholes.



Councilman Hall agreed there is a sinkhole on South Maple Street which needs addressing.

She referred to South Maple and Raffia Roads and requested paving dates for these roads.

Councilman Hall noted the high lip left in paved areas is a safety concern, particularly for motorcyclists.

She requested the information concerning the soil content of the CREC berm be passed onto Ms. Mullen. She requested the Town Attorney provide an update on CREC.

Councilman Hall requested more information concerning CREC's request for an administrative change, and does the Town really want to be doing administrative changes while they're in the middle of a lawsuit.

Councilman Szewczak stated the Enfield Hockey Association will be holding a fundraiser at Red Robin on Thursday night from 5:00 p.m. to 9:00 p.m., and 10% of the proceeds will go to the Enfield Hockey Association.

She noted this is Clean Energy Month, and the Enfield Library has books on display from the Energy Commission.

Councilman Lee requested an update on playground equipment.

He noted he'd like to set up meeting dates for the Development Services Subcommittee so they can discuss the blight ordinance and enforcement actions.

Councilman Lee stated they need to get back to the review of the ITPC and the Town/School Partnership.

He stated he received a note from David Wawer that he has some feedback on the discussion concerning voting locations. He noted some information will be forthcoming.

**MOTION #2869** by Councilman Lee, seconded by Councilman Hall to suspend the rules to address under Miscellaneous Items 14, B2, D, E F, G, H, I, J, K, L and M.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2869** adopted 10-0-0.

Councilman Edgar referred to administrative reviews by a Planner, and it's his understanding that's a major issue with the lawsuit. He noted in the past, before administrative reviews were done, they went before Planning & Zoning to see if they approved them.

Chairman Kaupin stated he was contacted about Raffia Road, between Post and Post Office Roads concerning raised manhole covers.

He commended the organizers of the Family Day on the Green. He noted this was a great event.

Chairman Kaupin stated there will be a “Thompsonville Talk” in the Enfield Room tomorrow evening from 6:30 p.m. to 8:30 p.m. He noted they want to hear opinions from people that will help the Town formulate plans for Thompsonville.

He stated there will be a dedication ceremony on Monday, October 20<sup>th</sup> at 10:00 a.m. at the bridge at Freshwater Pond. He noted the Town installed planter boxes, which were funded by contributions from the Beautification Committee. He noted planters were built by Buildings & Grounds. He stated the plaques were donated by Asnuntuck Community College.

Chairman Kaupin stated the Town should be using the best accessibility of buildings for the purpose of voting, and this should be for the convenience of voters. He stated hopefully this can be rectified within the month.

As concerns Roads 2015, Chairman Kaupin noted they had some conversations about roads that were not done and didn’t make the official list for 2015. He noted they re-programmed some money, and he believes they were to have a discussion as to how they would identify additional roads for the referendum.

Councilman Edgar stated Meadowlark Road has no drainage, nor manholes and no way to get rid of water. He noted the Town was notified of this when there was a flood five or six years ago, but nothing was done. He stated it was claimed the Town wasn’t notified, however, he did notify Public Works, and nothing has been done.

Councilman Szewczak stated the Pumpkin Festival is October 18<sup>th</sup> from 4:00 p.m. to 8:00 p.m. She requested that information be put on the Town’s website.

Councilman Deni stated although several people are complaining about manhole covers, he believes the Town is doing a great paving job overall.

### **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Coppler stated between \$75,000 and \$100,000 is appropriated in the CIP account for school playground equipment replacement. He noted the Town would need to meet with the School Department to learn their priorities. He noted PTO’s and parents could raise money as a companion program to this.

Councilman Lee questioned who should pull this together, and Mr. Coppler stated the point person should be the Recreation Supervisor, or the Building & Grounds Department.

Councilman Hall requested an update on the skate park. Mr. Coppler stated the Leisure Services Committee assigned Mary Keller to begin the review process. Councilman Hall requested a timeline on this.

Mr. Coppler stated if the Council wishes, he can supply a CREC report for the next meeting with the caveat that he might not have all the facts.

Councilman Cekala questioned whether there's a discovery deadline, and Attorney Deneen stated there are two different cases – there's the appeal from the ZBA decision-the cease and desist upholding that, and that's an administrative on the record no discovery. He noted there's a separate lawsuit, but there isn't a scheduling order as yet.

He suggested discussing this item in Executive Session.

Mr. Coppler referred to the Thompsonville Talks and noted this all started with the conversations the Town Council was having related to all the issues that they perceive to be in Thompsonville. He noted the first rule of change is engagement whereby they have to get the people that are being effected by the issues as part of the decision making process. He stated the Town can come up with a lot of great plans on how to change things, but if they're not addressing the issues that everyone sees as the issues, then those issues aren't being addressed. He noted staff came up with the idea of going out and having a series of meetings with the residents and the businesses located in Thompsonville. He stated each meeting is going to focus on different elements that are going to make and help Thompsonville become the sustainable, revitalized neighborhood that they're looking for. He stated the first meeting will deal with public safety, and they created an internal working team made up of all the different disciplines of staff, which will come up with solutions to the problems that are identified.

Discussion followed regarding Roads 2015.

Councilman Lee questioned whether the primary and ancillary lists on the Town's website are prioritized, and Mr. Coppler responded no.

Councilman Lee stated his impression that if a road is on the primary list in this bond issue, the Town is making a stronger or different commitment level than the Town was capable of doing in the past, and Mr. Coppler responded that's correct.

Mr. Coppler stated they can add some streets, but those will be within the ancillary list, however, that's not a guarantee those streets will be done as part of the 2015 Road Program. He noted it just means that if there's money left over, those streets will be considered.

Councilman Cekala stated before adding roads, she would like to hear the opinion of Public Works.

Mr. Coppler stated the manhole situation will be discussed with Public Works, and he will provide more information to the Town Council.

Chairman Kaupin suggested the Town Manager could do a Town briefing on the road program.

Mr. Kennedy stated next Tuesday will be the public reveal of the Town's new website. He noted everything is being done to be sure all content, all links, all access, etc. will be readily available with the new website.

Councilman Hall stated the assessment link is always on the front page of websites of local towns, therefore, it shouldn't be buried. Mr. Kennedy stated it will not be buried, but the new page and features will highlight the areas people go to the most.

### **TOWN ATTORNEY REPORT & COMMUNICATIONS**

Attorney Deneen stated CREC filed their brief, and the Town's brief is due this month. He noted currently, a CREC application will go before the Planning & Zoning Commission. He noted the staff and Commission requested legal advice, which will be provided. He stated there were a number of build-out changes that were not reflected on either the original approved plans or the modified plans.

He stated the administrative review team is not the issue that's in the lawsuits. He explained that was an administrative approval of those minor changes, therefore, the administrative review team does a review prior to the submission and it's all still subject to the Planning & Zoning Commission's actions. He noted this was the alleged approval administratively of those changes by the Planner rather than the signing off of the plans. He stated there were two separate items.

Councilman Edgar stated he does not believe the Planner should be doing any administrative work without going to Planning & Zoning to see if they approve it first. He stated his understanding one of the issues is that their former Planner administratively approved some of the changes without going back to P&Z. Attorney Deneen stated the administrative review team referred to by Ms. Mullen is not that process, but rather a different process. He explained it's a standard type process where the staff does preliminary reviews so that if they spot something ahead of time before it goes before P&Z it gets addressed, but it doesn't take away the discretionary authority of P&Z.

Councilman Hall stated her understanding there aren't any administrative changes to anything that CREC is bringing forward right now without it going back to P&Z, and Attorney Deneen responded that's correct.

Councilman Lee stated at the recent Development Services Subcommittee, there was a lengthy discussion about what the Commission wanted from staff and what staff wanted from the Commission. He stated his belief the outcome was that they would work on updating their definitions of what could be done as an administrative approval, but that

was work yet to be completed. Mr. Coppler stated that is a completely different issue. He stated his assumption that what is going to be presented is not a minor modification to the plan. He noted this is a major modification, therefore, it can't go through the minor modification process. Councilman Lee stated his understanding that administrative approval was going to be something they were going to revisit and add clarity to in the future, and Mr. Coppler responded, yes, they will readjust that.

Attorney Deneen stated he will continue working with the Ethics Commission because they're looking to update the ethics code, both in terms of some processes and some definitions. He noted they should have something in November or December for the Council's consideration.

He stated they also did the final ethics training for the rest of the staff.

## **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

### **Enfield High School Renovation Building Committee**

Councilman Cekala stated there are 34 different bid packages. She noted the foundation for the Fermi addition is about 70% completed, and steel erection is beginning. She stated things are going well.

Councilman Szewczak stated this is a huge project, and the Committee is working very hard.

Chairman Kaupin suggested the Enfield High School Building Committee come in for the first meeting in November to provide the Council with an update.

## **OLD BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

All Town Council appointments remained tabled.

### **APPOINTMENTS (TOWN MANAGER)**

**MOTION #2870** by Councilman Lee, seconded by Councilman Deni to remove Item #10 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2870** adopted 10-0-0.

**MOTION #2871** by Councilman Mangini, seconded by Councilman Arnone to accept the Town Manager's recommendation to reappoint Elizabeth Gillen (R) to the Fair Rent Commission for a term that expires 06/30/2016.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2871** adopted 10-0-0.

All other appointments remained tabled.

Items C, D and E remained tabled.

## **NEW BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

**NOMINATION #2872** by Councilman Arnone to appoint Rachel Burnes (U) to the Enfield Beautification Committee for a term which expires 12/01/16.

**MOTION #2873** by Councilman Lee, seconded by Councilman Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2873** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Rachel Burnes appointed to the Enfield Beautification Committee by a 10-0-0 vote.

### **APPOINTMENTS (TOWN MANAGER)**

**MOTION #2874** by Councilman Mangini, seconded by Councilman Edgar to accept the Town Manager's recommendation to move Elizabeth Davis (D) from the Alternate position to the regular member position on the Inland Wetlands & Watercourse Agency.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2874** adopted 10-0-0.

**MOTION #2875** by Councilman Mangini, seconded by Councilman Edgar to accept the Town Manager's recommendation to appoint John Hayes (R) to the Inland Wetlands and Watercourse Agency.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2875** adopted 10-0-0.

Item D remained tabled.

## **ITEMS FOR DISCUSSION**

### **DISCUSSION R: STILL MEADOW WATER STUDY**

Mr. Coppler stated this study looks at different options for potable water for the Still Meadow neighborhood. He noted after looking at all the different options of providing potable water versus keeping the filtration systems that are currently in place, it's recommended by the study and DEEP that keeping those filtration systems and applying for a Clean Water grant through the State of Connecticut is the best way to go. He noted the cost is \$289,000 for 20 years to maintain the filtration systems on four properties versus the lowest cost being approximately \$2.1 million dollars to extend the potable water system into the neighborhood. He stated some residents felt the filtration system reduces the pressure in their overall water system. He noted there may be some way to deal with that as part of the grant, and if not, they can look at upgrading the pumping system on those wells or providing a pumping system after the filtration.

Councilman Lee questioned why the extension of mains isn't a good fiscal decision, and what moving parts would go into that evaluation. Mr. Coppler stated there would be a movable part that would take the \$2.1 million dollar improvement and ultimately the Town would have to give that to the Hazardville Water to maintain. He noted the State DEEP indicated that based upon the results of the study, they might be able to sell a project of \$600,000 or \$700,000, but that would still be about a million dollars that the Town would have to come up with. He stated if the Town was interested in doing that, a referendum would be necessary.

Councilman Bosco questioned whether the Town gets reimbursed for the study, and Mr. Coppler responded yes.

Councilman Mangini questioned whether Hazardville Water is willing to step up and help with this problem. She questioned to what extent will the Town be reimbursed for money expended. Mr. Coppler stated the study that the Town conducted, plus the maintenance of the filtration system were all part of a Clean Water grant the Town received about two and a half years ago.

Councilman Mangini questioned what the reimbursable amount is, and Mr. Coppler stated the Town would be seeking the \$289,000 from the grant.

It was agreed to go forward with the recommendation by staff.

## **MISCELLANEOUS**

**NOMINATION #2876** by Councilman Lee to reappoint John Alexander (U) to the Ethics Commission for a term which expires 10/31/2016.

**MOTION #2877** by Councilman Mangini, seconded by Councilman Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2877** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared John Alexander appointed to the Ethics Commission by a 10-0-0 vote.

**RESOLUTION #2878** by Councilman Mangini, seconded by Councilman Arnone.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

|       |  |                 |         |
|-------|--|-----------------|---------|
| TO:   | CIP Public Works<br>Technology Equipment | 31008708-573400 | \$5,000 |
| FROM: | CIP Revenue<br>Proceeds from Auctions    | 31042015-417027 | \$5,000 |

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of September 29, 2014.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2878** adopted 9-0-0. Councilman Bosco absent at the vote.

**RESOLUTION #2879** by Councilman Arnone, seconded by Councilman Mangini.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

|       |   |                 |             |
|-------|---|-----------------|-------------|
| TO:   | Land Use Commissions<br>Other Professional Services   | 10190995-533000 | \$15,000.00 |
| FROM: | Appropriated Fund Balance<br>Appropriate Fund Balance | 10040000-499000 | \$15,000.00 |

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of October 6, 2014.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2879** adopted 10-0-0.



**RESOLUTION #2880** by Councilman Mangini, seconded by Councilman Hall.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

|       |                               |                 |          |
|-------|-------------------------------|-----------------|----------|
| TO:   | CIP Old Town Hall Renovations |                 |          |
|       | Construction Services         | 31008111-545000 | \$68,000 |
| FROM: | CIP South Maple Street Bridge |                 |          |
|       | Construction Services         | 31008310-545000 | \$68,000 |

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of October 1, 2014.

/s/ A. Lynn Nenni, Director of Finance

Councilman Lee questioned how long this will take, and Mr. Coppler stated the bid will be opened October 15<sup>th</sup>, and they would be on site the first part of November. He estimated this being a 30-day project.

Councilman Cekala stated she has a problem doing the old Town Hall roof when there are buildings all over town with major problems. She noted they need to address other roofs for schools and other buildings that people are in every day.

Mr. Coppler explained most of the roofs that have to be replaced are hundreds of thousands of dollars, which require referendums.

Councilman Szewczak stated her understanding that when the Town does go to referendum for school roofs, there are reimbursements from the State, therefore, the Town wouldn't be responsible for the whole bill.

Councilman Mangini stated the facilities study will bring back to the Council the needs of all the buildings, including school roofs.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2880** adopted 7-2-0, with Councilmen Cekala and Deni voting against.

**RESOLUTION #2881** by Councilman Lee, seconded by Councilman Arnone.

WHEREAS, the 2012 Community Development Block Grant Small Cities Housing Rehabilitation Program (the Program) must be completed by the Town of Enfield Office of Community Development prior to June 30, 2015;

WHEREAS, the Town of Windsor has Community Development staff available to assist the Town of Enfield by providing project management services for the Program fifteen hours per week; and

WHEREAS, the Town of Enfield wishes to enter into a contract with the Town of Windsor for such project management services.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council hereby authorizes the Town Manager to sign the attached contract with the Town of Windsor to provide project management services for the Program.

Mr. Coppler explained this is money the Town received through the CDBG Program. He noted a few years ago, they had a full-time employee doing this. He stated as part of cost savings, they partnered with the Town of Windsor to help pay the salary of the Windsor employee, and the Town of Enfield gets 15 hours a week of that employee's time. He noted they've been doing this for three years.

Councilman Edgar stated the employee does a very good job concerning the loan review issues.

Councilman Arnone expressed his support of this arrangement.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2881** adopted 10-0-0.

**RESOLUTION #2882** by Councilman Mangini, seconded by Councilman Hall.

State of Connecticut Office of Policy & Management Right Response CT Network  
Program Grant "Good Things Happen – Go JFK" Project

RESOLVED, that the Town Manager, Matthew W. Coppler, is empowered to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the State of Connecticut Office of Policy and Management for federal fiscal year October 1, 2014 through September 30, 2015 and to affix the Corporate Seal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2882** adopted 10-0-0.

**RESOLUTION #2883** by Councilman Arnone, seconded by Councilman Lee.

WHEREAS, Chapter 22, Article II of the Town Code establishes the Enfield Cultural Arts Commission; and

WHEREAS, the Town Council wishes to amend the ordinance to redefine the Commission's purpose and responsibilities, increase its membership and create a means to remove members absent for three consecutive meetings; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendments.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, October 20, 2014 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the Proposed Amendments to Chapter 22 of the Town Code of Enfield, Article II, the Cultural Arts Commission Ordinance.

Mr. Coppler pointed out three areas where the language was changed.

**AMENDMENT #1** by Councilman Lee, seconded by Councilman Arnone to strike “and create a means to remove members absent for three consecutive meetings”.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2883** adopted 10-0-0.

**RESOLUTION #2884** by Councilman Mangini, seconded by Councilman Arnone.

WHEREAS, Chapter 14, Article IV of the Town Code of Enfield addresses property maintenance; and

WHEREAS, the Town Council has found this Article insufficient to address concerns related to the impact of grass, weeds, or similar growths greater than 12 inches and the accumulation of persistent garbage, refuse or trash on the general health, safety and welfare of the residents of the Town; and

WHEREAS, it has been determined that it is in the best interest of the Town of Enfield to amend the property maintenance ordinance in accordance with the revisions highlighted in Attachment A; and

WHEREAS, on October 6, 2014 a Public Hearing has been held in accordance with Charter requirements;

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby adopt the amended sections of Chapter 14, Article IV of the Town Code of Enfield as provided in “Attachment A”.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2884** adopted 9-1-0, with Councilman Bosco voting against.

**RESOLUTION #2885** by Councilman Arnone, seconded by Councilman Deni.

WHEREAS, Town Council Resolution #9451 created the Clean Energy Committee; and

WHEREAS, the Town Council wishes to redefine the purpose and responsibilities of the Clean Energy Committee, increase its membership, and create a means to remove members who are absent for three consecutive meetings; and

NOW, THEREFORE, BE IT RESOLVED, the final paragraph of Resolution #9451 is hereby amended as follows:

- The purpose of the Enfield Clean Energy Committee is to remain dedicated to the practices of the Clean Energy Communities program; to research and recommend to the Town Council and other relevant commissions, committees, and boards their findings and recommendations; to work with Town staff as directed; and to engage the community in the activities promoted by the Clean Energy Committee and which have been approved by the Town Council and/or Town Administration; and
- The membership of the Clean Energy Committee is increased from seven to eleven Town residents; two Town Council liaisons; one Town of Enfield staff liaison, and one Board of Education liaison; and
- If a Clean Energy Committee member is absent for three consecutive meetings, the member is deemed automatically removed from the Committee and a vacancy thereby immediately created.
- All other provisions within Resolution #9451 to remain in full force and effect.

**AMENDMENT #1** by Councilman Arnone, seconded by Councilman Mangini to strike the following wording from the second paragraph of the resolution and remove the third bullet of the resolution:

“and create a means to remove members who are absent for three consecutive meetings”

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2885** adopted 10-0-0.

**RESOLUTION #2886** by Councilman Lee, seconded by Councilman Arnone.

BE IT RESOLVED, that in accordance with Chapter VI, Section 14 of the Town Charter, the annual salaries and rates of pay for full time and part-time non-union employees will be increased by the following:

**Clerical/Administrative:** One and one half (1.5) percent effective and retroactive to July 1, 2014 with the possibility of an additional half (.50) percent increase based upon

the results of their annual evaluation and a positive recommendation by their Department Director

**Mid-Management Supervisory:** One and a quarter (1.25) percent effective and retroactive to July 1, 2014 with the possibility of an additional (.75) percent increase based upon the results of their annual evaluation and a positive recommendation by their Department Director

**Department Directors:** Retroactive to July 1, 2014 a merit based increase of up to two (2.0) percent based upon the results of their annual evaluation and a positive recommendation by the Town Manager

At the discretion of the Town Manager an additional five hundred dollar (\$500) bonus, not included in base pay, may be awarded for exceptional merit.

This resolution is inclusive of the Chief, Deputy Chief and Captains of the Enfield Police Department; and the Director and non-union staff of EMS, but exclusive of the Town Manager.

Councilman Deni stated this is basically 2% for everyone, and Mr. Coppler responded that's correct, and that's consistent with what they've been settling in union contracts. He noted the difference is that there's a portion for all three levels regarding merit-based performance, and for the department directors it's 100% performance based.

Councilman Arnone stated he learned that this is the 25<sup>th</sup> year that the Finance Department earned a certificate of achievement for a comprehensive annual financial report, and this is given out by the Government Finance Offices Association. He noted Lynn Nenni, the Director of Finance, was a recipient of this.

Councilman Lee questioned the overall impact of this budget-wise. Mr. Coppler stated if everyone were to receive the full merit base, it would project up to a total of \$77,811. He noted 68 employees fall into this non-union group.

Councilman Edgar stated his belief there's a group that's well-deserving, but he feels there's another group that isn't deserving at this time, and he will vote accordingly.

Councilman Szewczak questioned the mill rate effect on this, and Mr. Coppler stated this is already programmed into the budget, therefore, it's not an increase to the mill rate. He noted the figure would be approximately .02 mills. Councilman Szewczak acknowledged it's a small mill rate adjustment, but it's more money the Town has to come up with, and there's been no growth in the grand list.

Councilman Mangini stated she does want to support rewarding the department heads that are in need of being rewarded, and that's under the jurisdiction of the Town Manager. She noted she will be supporting this resolution.

Chairman Kaupin stated he will be supporting the resolution. He noted this is a process whereby the Council asked the Town Manager to include a performance based increase system. He noted this has been budgeted, and he feels it's fair for non-union personnel to keep pace with all the bargaining groups in Town.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2886** adopted 6-1-2, with Councilman Szewczak against, Councilmen Cekala and Hall abstaining. Councilman Edgar responded, "present".

**RESOLUTION #2887** by Councilman Mangini, seconded by Councilman Lee.

WHEREAS, the North Central District Health Department (NCDHD) wishes to procure custodial related services from the Town of Enfield; and

WHEREAS, the Enfield Town Council agrees with this concept and wishes to extend said custodial services to the North Central District Health Department; and

WHEREAS, Town staff has reviewed the request and believes custodial service can be offered to the NCDHD without affecting the regular operations of custodial services for Town owned buildings.

NOW, THEREFORE, BE IT RESOVLED, that the Enfield Town Council does hereby authorize the Town Manager to execute the necessary Memorandum of Understanding with the NCDHD, subject to review and approval by the Town Attorney.

Councilman Arnone stated he's not sure the staff has the time to extend themselves to include this building.

Mr. Coppler stated they are in the process of hiring additional part-time staff, which would enable them to have sufficient staff to include the NCDHD.

Councilman Arnone questioned whether this is a sufficient amount of money in order to cover the NCDHD so that they're doing better than breaking even.

Mr. Coppler stated this does not take into account making money, but just what the cost would be that the Town would pay the employee(s) to do this work.

Councilman Arnone questioned whether the NCDHD would supply cleaning supplies, and Mr. Coppler responded yes.

Councilman Bosco stated his belief this is absolutely absurd. He noted they're trying to promote business in the Town of Enfield, and this would be stealing business away from some business that could hire people. He stated his belief the Town should not be competing with the private sector.

Councilman Cekala stated her concern there could be a hidden cost to the Town, and there could be a point in time where Town buildings are going to suffer.

Councilman Mangini stated she will not support this resolution because she doesn't see this as a "win-win" for the Town. She noted she also sees workers compensation and liability exposure. She stated Enfield won't benefit from this.

Councilman Szewczak agreed with Councilman Bosco's comments.

Councilman Deni agreed with Councilman Bosco, and he feels that Buildings & Grounds is very overburdened, and he will not support this.

Councilman Lee stated the Town challenged the Health District to rein in their costs because every single expense of the Health District is borne by the taxpayers. He noted he looks at this much in the same way as they've dealt with other taxing entities around the community, i.e., the fire departments where the Town signed MOU's to provide municipal assistance in order to help them have a predictable and manageable expense. He stated nothing that the NCDHD does isn't paid directly by the Enfield taxpayers, although it's pro-rated based on population and the Town pays the bulk of it. He stated not only is Enfield directly responsible, but he believes Enfield overpays these expenses. He noted the Council should at least agree to study further any opportunity to help control costs. He stated he's very surprised that people think partnering would be a detriment to the taxpayer. He suggested the Town Manager share how this came about and whether it can be re-negotiated.

Mr. Coppler stated the Deputy Chair of the NCDHD called and asked if this is a service that could be provided. He noted he was told the current service leaves a lot lacking. He stated Town staff visited the building and saw that this building is in no way close to the Town's standards for cleaning. He noted NCDHD felt they weren't getting their money's worth, and they knew the Town's level of service was a lot more quantifiable and predictable, therefore, they approached the Town about this. He stated it's ultimately the Council's decision whether or not to make these partnerships work.

Councilman Arnone questioned what the Town of Enfield pays NCDHD, and Mr. Coppler stated Enfield is the largest payer, but he doesn't have that figure.

Chairman Kaupin stated with the work the Town of Enfield does with CCM and CRCOG, they're constantly looking for ways to partner with governmental agencies. He noted the Town has a long track record of providing IT services and tax payment services to the fire departments, and the fire departments are just as quasi as the NCDHD. He stated if there's a concern over whether Town services would suffer if they did this, that is a legitimate concern, but he would rely on staff to devise a plan and show the Council how it would not have an impact. He feels this is something they should be seeking to do with any governmental agencies that call Enfield "home". He noted NCDHD is a taxpayer-funded entity. He stated he will support this resolution.

Councilman Bosco stated the NCDHD also charges fees, therefore, it's not like they collect all their monies just from tax dollars. He noted this would be an actual service.

Councilman Mangini stated although she agrees about partnerships, she's concerned about Town employees being overstretched. She noted she'd like the Town to come forward with a plan showing Town staff won't be overstretched.

Mr. Coppler questioned to what level of a plan would the Council want to see because this is pretty simple. He noted they have a certain amount of hours, and they'd hire a part-time person to do the work.

Councilman Arnone questioned how much this will save the Town from paying NCDHD. He went on to state he believes in regionalization and that municipalities have to stretch out and use their employees in other ways to benefit the town.

Councilman Mangini questioned if they are adding part-time people to service NCDHD, or are they adding staff because the Town of Enfield needs part-time staff. She stated if that's the case, then how can they afford to give out that staff.

Mr. Coppler stated during budget discussions, they talked about reaching a certain number of employees, and they wanted to have a pool of workers so that if they had to up staff because of an injury or vacation, they'd have those people available.

Councilman Hall made a motion to move the question, and Councilman Edgar seconded the motion.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2889** Defeated by a 1-7-2 vote, with Chairman Kaupin voting in favor; Councilmen Bosco, Cekala, Deni, Edgar, Hall, Mangini and Szewczak voting against and Councilmen Arnone and Lee abstaining.

## **PUBLIC COMMUNICATIONS**

There were no comments from the public.

## **COUNCILMEN COMMUNICATIONS**

Councilman Hall questioned whether the Town will know who people are and what they are looking at if people have to log into the new Town website. Mr. Kennedy stated it can be seen who is logging into the website, but they can't get finite details of what each person is clicking on unless they tracked down their IP address, but that won't be done.

Councilman Arnone stated his understanding people only log on if they wish to customize the website for their own personal use, otherwise people can be a "ghost" on the Town's website, and Mr. Kennedy responded that's correct. He added anybody can



go to the website, navigate through it and do what they wish. He stated if a person wants a heightened user experience, they can log on.

**ADJOURNMENT**

**MOTION #2890** by Councilman Szewczak, seconded by Councilman Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2890** adopted 10-0-0, and the meeting adjourned at 10:15 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council

## CONTRACT FOR PROFESSIONAL SERVICES

The Town of Enfield, a municipal corporation organized pursuant to the laws of the State of Connecticut, with principal offices at 820 Enfield Street, Enfield, Connecticut 06082 ("Enfield") and the Town of Windsor, a municipal corporation organized pursuant to the laws of the State of Connecticut, with principal offices at 275 Broad Street, Windsor, CT 06095 ("Windsor") hereby agree:

1. Windsor shall provide to Enfield the project management services of its Community Development Coordinator, James Hallisey.
2. Mr. Hallisey shall perform the services in accordance with the attached Schedule of Responsibilities. Additionally, work shall be performed within the Town of Enfield between the hours of 8:00 a.m. to 6:00 p.m. Monday through Friday. Mr. Hallisey is obligated to submit detailed weekly project time sheets to the Director of Community Development for work performed.  
(See form attached)
3. Enfield shall pay Windsor:
  - \$48.90 per hour for 15 hours per week for services rendered.
  - by the 1<sup>st</sup> of each month beginning on October 1, 2014
4. This Contract shall commence on October 1, 2014 and terminate on June 30, 2017. The term will be automatically renewed at the end of the initial term of an additional one year unless either party decides to terminate. If either Enfield or Windsor elects not to renew this Contract, written notice of termination must be provided at least thirty (30) days prior to such expiration of the original or any renewal term of the Contract. The terminating party shall provide such notice to the other party's Town Manager at the above-referenced address.
5. Enfield and Windsor reserve the right to cancel this Contract at any time. In the event that Enfield cancels this contract prior to June 30, 2017, Enfield agrees to pay Windsor all monies due and payable through such date within thirty days of the termination of the Contract. Enfield shall not be liable for any other monies as a result of the termination.

6. This Contract shall be governed by the laws of the State of Connecticut. Any changes to this Contract shall be in writing in a document duly executed by both the Enfield and Windsor.
7. The Town of Enfield and the Town of Windsor shall hold each other harmless from any and all damages, or claims for damages, to persons or property which may result from the acts, failure to act, or willful misconduct of their respective employees, agents, or instrumentality's in carrying out the assigned duties under this Agreement. The hold harmless protections will not apply where the damages and/or injuries result from documented cases of gross negligence of the agency under whose direction the assigned duties were performed.

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For the Town of Enfield  
Matthew W. Coppler  
Town Manager

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For the Town of Windsor  
Peter Souza  
Town Manager

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Date

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Date

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## DISPOSITION OF TOWN-OWNED SURPLUS PERSONAL PROPERTY

### Sections

- I. Purpose.
- II. Definitions.
- III. Guidelines.
- IV. Responsibility for administration.
- V. Determination of value.
- VI. Report to Town Manager—Initial procedure.
- VII. Surplus Property valued at less than two thousand dollars.
- VIII. Surplus Property valued at two thousand dollars or more.
- IX. Exceptions.

#### I. Purpose.

The purpose of this chapter is to establish a procedure for the disposition of Town-owned surplus personal property.

#### II. Definitions.

For purposes of this chapter, the following words or phrases shall have the meanings indicated below.

- A. **Surplus Property** means tangible personal property owned by the Town of Enfield that has been determined to be unneeded presently or in the foreseeable future, or that is no longer of value or use to the Town.
- B. **Town Department** means
- C. **Town Manager** means the Town Manager of the Town of Enfield or his designee.
- D. **Value** means an estimate of the reasonable market value of surplus property in “as is, where is” condition.

#### III. Guidelines.

Surplus property shall be disposed of in a manner that is in the Town’s best interests. Factors to consider in determining the Town’s best interests include, but are not limited to:

- A. Possible future needs of the Town;
- B. Present value of the property;
- C. Likelihood of locating a buyer;
- D. Intergovernmental cooperation;
- E. The general welfare of the citizens of the Town.

**IV. Responsibility for administration.**

The Town Manager is responsible for the administration of this chapter. The Town Manager shall coordinate the disposition of surplus property and shall assist the Town Council in determining the best method for disposal thereof. Town departments shall cooperate with the Town Manager to ensure the most efficient and beneficial disposal of surplus property.

**V. Determination of value.**

A Town Department wishing to dispose of any of its surplus property shall estimate the value thereof. If the Department responsible for the property is unable to estimate its value, the Town Manager shall determine the value.

**VI. Report to Town Manager—Initial procedure.**

A Town department responsible for tangible personal property which it wishes to declare as surplus property shall provide the Town Manager with a description of the property, its location, its condition, and its value.

**VII. Surplus Property Valued at Less than Two Thousand Dollars (\$2,000).**

The method of disposition of surplus property, the value of which is determined to be less than two thousand dollars (\$2,000), shall be determined by the Town Manager after consideration of the Town's best interests, consistent with the guidelines herein.

**VIII. Surplus Property Valued at Two Thousand Dollars (\$2,000) or More.**

The method of disposition of surplus property, valued at two thousand dollars (\$2,000) or more, must be approved by a majority of the Town Council in accordance with the following procedure:

- A. The Town Manager shall present a report to the Town Council which shall include the basis for the estimated value of the surplus property and a recommendation regarding the manner of disposal. Such recommendation shall be based on guidelines provided herein to determine the best interest of the Town.
- B. With Town Council approval, the Town Manager may dispose of the surplus property in one of the following ways:
  1. Public auction with at least one public notice consistent with State and Town requirements, a minimum of thirteen days prior to the auction date, providing a description of the surplus property, the date and the address of the auction;
  2. Internet auction with at least one public notice consistent with State and Town requirements, a minimum of thirteen days prior to the auction date, providing a description of the surplus property, the date and the website address for the auction.
  3. Solicitation of written bids with at least one notice by publication in a newspaper having general circulation in the Town a minimum of thirteen days prior to the bid opening;

4. Negotiated sale to one or more designated buyers with at least one notice by publication in a newspaper having general circulation in the Town a minimum of thirteen days prior to the proposal deadline;
  5. Transfer to another governmental agency at or below value; or
  6. Lease or loan of the surplus property.
- C. The Town Manager may request Town Council authorization to dispose of surplus property in another manner.
  - D. The Town Council by resolution shall determine whether and in what manner the surplus property should be disposed.
  - E. If the Town Manager is unable to dispose of the property in the manner specified by Council, the Town Manager shall report back to the Council and make a recommendation for further action.

**IX. Exceptions.**

If Town ordinances and the Connecticut General Statutes impose special conditions for the disposition of municipal property, Town officials shall comply with those requirements, treating them as limited mandatory exceptions to this chapter.



**ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION REGARDING THE REFERRAL TO PLANNING AND ZONING  
COMMISSION FOR THE PROPOSED DISCONTINUANCE OF A PORTION OF  
THE R.O.W. FOR NEELANS ROAD**

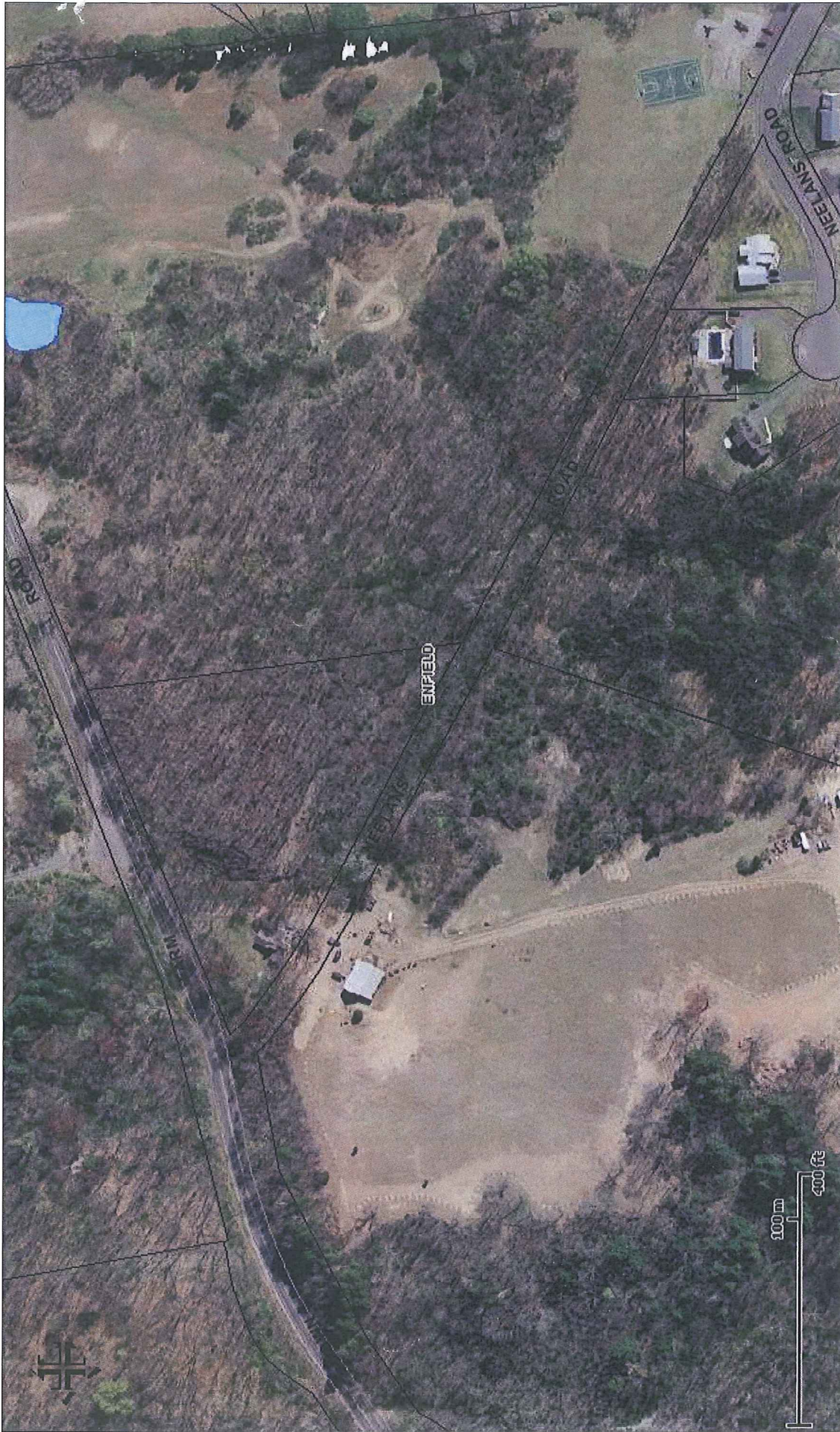
**WHEREAS,** the Town of Enfield has received a request from the owner of 74 Town Farm Road, Joseph Bosco, to discontinue, pursuant to Connecticut General Statute §13a-49, the undeveloped right of way of Neelans Road, commonly known as “Old Neelans Road” between Town Farm Road and Neelans Road; and

**WHEREAS,** the Council must refer this proposed transaction to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute §8-24;

**NOW, THEREFORE, BE IT RESOLVED,** that the proposed discontinuance described above be referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24.

Prepared by:                      Town Manager’s Office  
Date Prepared:                  September 11, 2014





The Town of Enfield, CT makes no warranty as to the accuracy, reliability, or completeness of the information and is not responsible for any errors or omissions or for results obtained from the use of the information.





October 17, 2014

Honorable Members  
Town Council  
Enfield, Connecticut

**Subject: Resolution to Amend Chapter 22 of the Town Code of Enfield, Article II, the Cultural Arts Commission Ordinance**

Councilors:

**Highlights:**

- Increases participation from seven to eleven members
- Opens up participation to members of Enfield's business community
- Redefines the charge of the Commission

In an effort to reinvigorate and refocus the Cultural Arts Commission, staff was requested to recommend changes to the existing Town code that originally established the Commission.

The proposed amendment does three things:

1. Expands the membership of the Commission from the current seven members to eleven members. This will allow for more ideas and a broader diversity in representations.
2. Opens up membership to the business community, without the requirement of residency in the Town of Enfield. The Town of Enfield has a robust corporate citizenry that can provide a wide range of resources to the cultural arts community, expanding the scope and reach of cultural arts within the Town. Today, unless those individuals are residents of the Town, they would not be eligible to participate in this board.
3. Refocuses and redefines the purpose of the Commission. The previous purpose had become a passive charge that did not represent today's opportunities and interests. The propose charge becomes an active call to action that will create vibrant and interactive cultural arts opportunities within the community.

On October 20<sup>th</sup>, 2014 a public hearing will be held.

**Budget Impacts**

None

**Recommendation**

It is recommended that Council approve the attached Resolution amending Chapter 22 of the Town Code of Enfield, Article II, the Cultural Arts Commission.

Respectfully,

Matthew W. Coppler  
Town Manager

Attachments:

1. Resolution
2. Ordinance

**ENFIELD TOWN COUNCIL**  
**RESOLUTION # \_\_\_\_\_**

**Resolution to Amend Chapter 22 of the Town Code of Enfield, Article II, the Cultural Arts  
Commission Ordinance**

**WHEREAS**, Chapter 22, Article II of the Town Code establishes the Enfield Cultural Arts Commission; and

**WHEREAS**, the Town Council wishes to amend the ordinance to redefine the Commission's purpose and responsibilities and increase its membership; and

**WHEREAS**, a Public Hearing has been held in accordance with Charter requirements on October 20, 2014;  
and

**WHEREAS**, it has been determined this is in the best interest of the Town of Enfield to make changes to Chapter 22, Article II.

**NOW, THEREFORE, BE IT RESOLVED** that the Enfield Town Council does hereby adopt the amended and revised Cultural Arts Commission ordinance heretofore attached as "Attachment A"

Date Prepared:           October 17, 2014  
Prepared by:           Town Manager's Office

## Attachment A

**BE IT ORDAINED** by the Town Council of Enfield, Connecticut that the following Ordinance be amended as follows:

### ARTICLE II CULTURAL ARTS COMMISSION

Sec. 22-31. Establishment of Commission.

The town council has established the cultural arts commission.

Sec. 22-32. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Commission* means the cultural arts commission.

Sec. 22-33. Purpose of commission.

The purpose of the commission shall be to ~~encourage participation in and promotion, development and acceptance of artistic and cultural activities.~~ **Plan, produce, coordinate, or otherwise provide assistance to sponsors of events or activities and to encourage participation therein, which promote or develop the artistic, historic, cultural and heritage resources of and within the community of Enfield**

Sec. 22-34. Members; qualifications, appointment, terms of office.

a) Members of the commission shall be appointed by the town council and shall be selected from a broad cross section of the **residential and business** community so as to **create a diverse body of members** ~~include members of diverse economic, social and cultural groups within the town,~~ who are interested in the aims and purposes of this commission as set forth in this article.

b) The commission shall consist of: ~~seven~~ **eleven (11)** resident electors, who shall serve for two-year overlapping terms, which shall commence on June 1 of the year of their appointment; **two Town Council member liaisons; and, one town staff member liaison.**

c) Annually, during the month of June, the members of the commission shall meet, organize and from among their members elect a chair, a vice-chair and a secretary.

Sec. 22-35. Vacancies.

Any vacancy in the term of any member of the commission shall be filled by appointment by the town council for the unexpired term in accordance with section 22-34(a).

Sec. 22-36. Expenses and assistance.

The members of the commission shall serve without compensation. The commission may receive federal, state, municipal or private monies for the purposes of fostering, assisting and encouraging the arts and to encourage the participation in, and promotion, development and appreciation of ~~artistic and cultural activities~~ **Enfield history, culture and heritage**.

Sec. 22-37. Meetings.

The commission shall fix the time and place of its regular **monthly** meetings and may hold such special meetings as may from time to time be required. The commission shall keep a record of its proceedings, deliberations and actions and shall annually report to the town council **in writing** ~~with respect to its work~~ **its activities and goals**. The commission may, within the limit of funds available, employ clerical help or solicit any technical assistance or consultants that may be required.

Sec. 22-38. Auxiliary services.

The facilities and services of the various agencies and departments of the town shall be available to the commission as it may reasonably require.

**Additions [Excepting captions]**

~~Deletions~~



# TOWN OF ENFIELD

October 15, 2014

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Authorizing the Town Manager to Enter into Agreement with View Point Engineering, Inc.**

Councilors:

**Highlights:**

- This agreement between the Town and View Point assists the Town of Enfield in offering permit software, View Permit, that is more customer friendly for contractors and residents.
- The View Permit Software is a Capital Region Council of Governments endorsed product that many CT towns and cities are using successfully.
- Members of the Development Services Council Subcommittee and our staff support the View Permit software to increase our customer service satisfaction.
- The 50 cent increase in some of our Building Inspection fees will cover the cost of implementation in the first year and ongoing maintenance in future years.

**Budget Impact:**

Entering into this contract will have no impact on the overall FY-2014 budget because the \$41,500 needed for the first year are coming from the increase in building inspection fees (already underway) and the MUNIS module that View Permit is replacing will be discontinued once the new system is in place.

**Recommendation:**

It is recommended that this resolution be approved.

Respectfully Submitted,

Courtney Hendricson  
Assistant Town Manager, Development Services

**Attachments:**

1. Resolution.



**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**Resolution Authorizing Town Manager to Enter into an  
Agreement with View Point Engineering, Inc.**

RESOLVED, That Matthew W. Coppler, Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the View Point Engineering, Inc.

Prepared By:           Town Manager's Office  
Date Prepared :       October 17, 2014



**ST. ADALBERT  
SCHOOL**

**HIGGINS LOOP -  
1/4 MILE PAVED SIDEWALK OR  
TRAIL (MAX SLOPE 5%) STROLLER,  
TRAINING WHEEL BIKES, EXERCISE  
WALK/ JOGGING (SENIORS)**

**HILLSIDE LAWN -  
SLOPED GRASSED AMPHITHEATER  
(20%) IN SUMMER - SLEDDING  
HILL IN WINTER**

**FIRE  
STATION**

**GREAT OVAL -  
AREA FOR PASSIVE REC (FRISBEE)  
PICNICS, STAGE AREA FOR  
PERFORMANCES IN SUMMER -  
FLOOD & FREEZE / SAFE SKATING  
FOR WINTER.**

**TOWN HALL**

**PLAYSCAPE -  
SCHOOL THEMED PLAYSPACE FOR  
ALL AGES - HISTORICAL SIGNAGE  
FOR HIGGINS SCHOOL.**

**MASTER PLAN - HIGGINS PARK ON THE GREEN**  
**FORMER HIGGINS SCHOOL BUILDING**  
**ENFIELD, CONNECTICUT**



**Town of Enfield****Application for Vacancy on Boards, Agencies & Commissions**

Date: 07/16/2014  
Name: Robert Chagnon  
Address: 4 Monroe Road  
Telephone No. (Home): 860-749-0667 (Work):  
Occupation: Retired E-Mail: rmc1787@aol.com  
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

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Board, Commission or Agency Interested in: Inland Wetlands and Watercourses Agency  
☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

Having been able to volunteer for a variety of activities in Enfield in the past, I would like offering my assistance to my town of Enfield. My career was in the pharmaceutical industry before retiring. I may not bring an inland wetlands background specifically, but I do offer - a strong follow through, I can educate myself independently and more than willing to take training courses. My common sense attitude will be useful on this board because I realizing this board is to facilitate business and residents needs while protecting Enfield, but also to encourage growth within the boundaries of our land use regulations. I current serve on the CERT group in Enfield for the past 6 years, I'm treasurer of the Houstonic Terrier Club and I volunteer with arts league. The use of ETV to keep up on issues in town, is one service that I use often and appreciate Enfield for providing - thus allowing me to learn about land boards and offering my services. I hope you will consider my application and I look forward to talking about this volunteer position in the near future. I'm sure I will be an asset to this commission and will do my best to be a commissioner you would be proud to have on the team.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time server:  
Republican Constable two terms.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

*TC Leadership*